

# Employee Referral FAQ

June 15, 2022

**Q:** Which secretariats are included in the Executive Departments (I.e., eligible for the referral program)?

**A:** The following secretariats are eligible: Executive Office for Administration & Finance, Executive Office of Education, Executive Office of Energy and Environmental Affairs, Executive Office of Labor and Workforce Development, Executive Office of Health & Human Services, Executive Office of Housing & Economic Development, Executive Office of Public Safety & Security, Executive Office of Technology Services & Security, and Massachusetts Department of Transportation.

**Q:** Can one state employee refer another state employee to a different agency?

**A:** No, the program is designed to attract new hires not working in state government.

**Q:** Can one state employee refer another state employee to a promotional opportunity in the same agency?

**A:** No, the program is designed to attract brand new hires.

**Q:** Can a state employee refer a part-time state employee for a full-time position at the same or a different agency?

**A:** No, the program is designed to attract brand new hires.

**Q:** Am I eligible for the referral payment if I refer a candidate to a position that is less than full-time?

**A:** No, only full-time vacant positions of 37.5 or 40 hours are eligible for the referral program.

**Q:** Can a state employee refer an existing contractor to a state position?

**A:** Existing contractors are not eligible.

**Q:** Are there any special rules for how this works in positions such as direct care where there is a continuous posting (Pipeline)?

**A:** No special rules.

**Q:** What is the probation period for a payout?

**A:** 9 months starting on the candidate's start date.

**Q:** Is any portion of the program bonus paid out before the 9-months?

**A:** All bonuses are paid after the 9-month probationary period is met.

**Q:** Do I need to be employed by the Commonwealth at the end of the 9-month probation period to receive the payout?

**A:** Yes, you must be employed by the commonwealth to receive your payout.

**Q:** How many employees can I refer?

**A:** There are unlimited referrals.

**Q:** Can I refer more than one candidate?

**A:** Yes, as long as each candidate meets the [program eligibility requirements](#).

**Q:** Can I refer candidates for more than one position?

**A:** Yes, as long as each candidate meets the [program eligibility requirements](#).

**Q:** What happens if I refer an employee after they have applied?

**A:** You can refer an employee after they apply and prior to their first interview. If you refer after the first interview, your referral will be invalid.

**Q:** Who do I contact with questions?

**A:** [recruiting@mass.gov](mailto:recruiting@mass.gov)

**Q:** For example, my referral got hired on June 15, 2022 but started on July 1, 2022. When does the probation period start?

**A:** The probation period starts on the candidate's start date. In this case, it would start on July 1, 2022.

**Q:** Can I check my status of a referral?

**A:** Yes, send an email to [recruiting@mass.gov](mailto:recruiting@mass.gov). The Office of Enterprise Staffing & Support (OESS) will respond to the inquiry.

**Q:** What roles are included in the referral program?

**A:** [Executive department postings](#) only

**Q:** Who do I contact if I have not received my payout after the nine-month probation period?

**A:** [recruiting@mass.gov](mailto:recruiting@mass.gov)

**Q:** I am having issues submitting my referral, who do I contact?

**A:** [recruiting@mass.gov](mailto:recruiting@mass.gov)